

# PROJECT FILE NAMING CONVENTIONS

Revised 11/19/09 Russ Brittain

**ERMS Format (also to be the File Name):** [Submittal] [Description] [Des #] for [Bridge, Roadway, Contract] Services

Submittal:	Abbr.
Bridge Inspection	BrInsp
Bridge Rehab	BrRehab
Construction Change *	ConstChg
County Drain Permit	CoDrain
Engineer's Report	EngRpt
Environmental	ENV
FAA Navigable Airspace/Tall Structure Permit	FAA
Final Check Prints	FCP
Final Field Check	FFC
Final Hearing	FHRG
Final Pavement Design	FinalPvmtDgn
Final Right-of-Way	FRW
Final Tracings	FT
Fish & Wildlife	FW
Foundation Review (if submitted independently)	FndRvw
Geotechnical	GEO
Grade Review (Road)	GR
Hydraulics	HYD
IDEM 401 Water Quality Permit	401Wtr
IDNR Const. in a Floodway Permit	DNR
IDNR Lake Preservation Act Permit	LakePres
National Pollutant Discharge Elimination System Permit	NPDES
Pavement Design	PvmtDgn
Preliminary Field Check	PFC
Preliminary Hearing	PHRG
Preliminary Right-of-Way	PRW
Railroad	RR
Rule 5 Erosion Control Permit	Rule5
Stage 1	STG1
Stage 2	STG2
Stage 3	STG3
Structure Size & Type (Bridge)	SST
Survey (Also need CD and Hard Copies)	SVY
Traffic	TRAF
US Coast Guard Bridge Permit (Section 9)	CstGdBr
US Coast Guard Const., Dumping, Dredging Permit	CstGdCDD
USACE 404 Permit	404Corps
USACE Levee Permit	LeveeCorps
Utility	UTIL
Woody Revegetation	WdyRvg

\* to be uploaded into ERMS 4

Quick Reference - Tracing Checklist Items	
Description:	Abbr.
All Project Commitments Report	Commit
Asbestos Certification (14-1D)	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
Bridge Search Data Form (59-BSD)	BSDF
Consultant Project Input Form (05-27)	ConProjInFrm
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Cost Estimate	Est
Final Tracing Checklist	ChkList
Geotechnical Report	GeoRpt
Geotechnical Waiver	GeoWaiver
Permits (All approvals combined for Final Tracings)	Permits
Plans	Plans
Plans with Cross Sections (if file too large, separate plans)	PlansXsect
Proprietary Material Use Justification Form (17-1A)	ProprMtrlFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
Railroad Special Provisions	RRSP
Relocation Plans (Utility)	RelocPlan
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMen
Transmittal Letter	TransLtr
Utility Coordination Certification (10-2B)	UtilCert
Utility Coordination Waiver (10-2D)	UtilWaiver

Description:	Abbr. Description:
[Previous Submittal] Mark-ups	[Previous Submittal] MrkUps
10-Week Letter	10WkLtr
Abbreviated Engineer's Report	AbbEngRpt
All Projects Commitments Report	Commit
Asbestos Certification (14-1D)	AsbCert
Asbestos Report	AsbRpt
Bridge Load Rating Memo	LoadRtgMemo
Bridge Search Data Form (59-BSD)	BSDF
Consultant Project Input Form (20-2A)	ConProjInFrm
Contract Preparation Documents Form (14-1C)	ContPrepDoc
Correspondence	Corresp
Cost Estimate	Est
Cross Sections	Xsect
Deeds	Deeds
Design Approval Packet Transmittal Cover Memo (7-2I)	DACover
Design Computations (ALL Comps - includes Geotechnical Criteria Comps, Hydraulic Comps, Inlet Spacing Comps, Intersection Sight Distance Comps, Level 1 Comps, Maintenance of Traffic Comps)	DgnComps
Draft Design Summary Report (7-2A or 7-2B)	DDSR
Draft Engineer's Report	DraftEngRpt
Draft Environmental Document	DraftEnvDoc
Environmental Review Plans	EnvRvwPlans
Final Design Summary Report (7-2A or 7-2B)	FDSR
Final Engineer's Report	FinalEngRpt
Final Environmental Document	FinalEnvDoc
Form	Frm
Geotechnical Report *	GeoRpt
Geotechnical Review of FCP Form (18-1B)	GeoRvwFrm
Geotechnical Review of FCP Plans	GeoRvwPlans
Geotechnical Waiver	GeoWaiver
Inspection Report	InspRpt
Level 1 Design Criteria Checklist (40-8B)	Lvl1Chk
Level 1 Design Exception Request (40-8C or 40-8D)	Lvl1Exc
Level 2 Design Exception Request	Lvl2Exc
Level 3 Design Exception Request	Lvl3Exc
Limited Review Certification (6-Ltd Cer)	LmtRvwCert
Location Control Route Survey Plat	LCRSP
Pay Item List	PayItmLst
Permit Application (9-4A, B, C, D, E, F(02), F(20), F(29), F(45), F(46))	PermitApp
Permit Review Plans	PermitRvwPlans
Permits (All permit approvals combined for Final Tracings)	Permits
Pictures	Pics
Plans	Plans
Plans for Load Rating	PlansLR
Plans with Cross Sections (if file too large, separate plans & cross sections)	PlansXsect
Preliminary Draft Design Summary Report (7-2A or 7-2B)	PDDSR
Proprietary Material Use Justification Form (17-1A)	ProprMtrlFrm
Public Hearing Comments and Resolutions	PubHearCom
Public Hearing Request	PubHearReq
Public Hearing Transcript	PubHearTr
Quality Assurance Form (6-2A)	QAFrm
Quantity Calculations	QtyCalcs
R/W Clear Certification Letter	RWCert
R/W Funding - Land, Improvements & Damages Letter	LIDLtr
Railroad Flagging Contract	RRFlaggingCont
Railroad Special Provisions	RRSP
Relocation Plans (Utility)	RelocPlan
Request	Request
Response to Comments Letter	RespLtr
Schedule	Schedule
Scope/Env/Permit Form (7-1A)	ScoEnvPermitFrm
Scour Report	ScourRpt
Special Provisions (Recurring)	SplProv
Special Provisions (Unique)	UnqSplProv
Special Provisions Menu (Recurring)	SplProvMenu
Special Provisions Menu (Unique)	UnqSplProvMenu
Summary of Design Exceptions	SumDgnExc
Survey Book	SvyBook
Survey Book Checklist (23-2A)	SvyBookChk
Topography	Topo
Transmittal Letter	TransLtr
Utility Coordination Certification (10-2B)	UtilCert
Utility Coordination Waiver (10-2D)	UtilWaiver

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